Kansas Criminal Justice Coordinating Council

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FEDERAL
EDWARD BYRNE MEMORIAL
JUSTICE ASSISTANCE GRANT

Fiscal Year 2010
Grant Application

APPLICATION DEADLINE:

**SUBMITTED BY MIDNIGHT, JUNE 23, 2009
ON THE GRANT PORTAL**

FEDERAL EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)

GRANT APPLICATION PACKET

APPLICATION MUST BE SUBMITTED ON THE GOVERNOR'S GRANT PROGRAM GRANT PORTAL. APPLICATIONS NOT SUBMITTED BY MIDNIGHT, JUNE 23, 2009 WILL NOT BE ACCEPTED.

PLEASE DO NOT CALL CONCERNING THE STATUS OF THE APPLICATION. YOU WILL BE NOTIFIED VIA THE GRANT PORTAL.

GUIDELINES

FEDERAL EDWARD BYRNE MEMORIAL
JUSTICE ASSISTANCE GRANT GUIDELINES

ELIGIBILITY CRITERIA

The Kansas Criminal Justice Coordinating Council (KCJCC) establishes the guidelines for the Federal Edward Byrne Memorial Justice Assistance Grant **(JAG)**. The **JAG** program is authorized by Federal Law 42 U.S.C. 3250. The KCJCC and the Federal **JAG** Program Guidelines establish eligibility criteria that must be met by all organizations that receive **JAG** funds. These grant funds are awarded to **units of state and local government, Native American Tribes and nonprofit, community and faith-based organizations.**

The primary use of **JAG** is to support the following purpose areas: (1) law enforcement programs; (2) prosecution and court programs; (3) prevention and education programs; (4) corrections and community corrections programs; (5) drug treatment programs; (6) planning, evaluation and technology improvement programs; and (7) crime victim and witness programs.

Grant funds must be requested within the seven purpose areas. Since this grant is competitive, there is a yearly application process with no guarantee of continued funding. In distributing grant funds, priority will be given to applicants who are not eligible to apply directly to the Federal Bureau of Justice Assistance for JAG funding.

Applicants must comply with the applicable provisions of **JAG** and the requirements of the U. S. Department of Justice, Office of the Chief Financial Officer, Federal Office of Justice Programs Financial Guide effective edition, 1-800-458-0786 or www.ojp.usdoj.gov/financialguide/index.htm, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of **JAG** funds. This includes financial documentation for disbursements; daily time and activity records specifying time and type of service devoted to allowable **JAG** activities; grant project files; the portion of the grant project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit and grant analysis for compliance.

PROGRAM INCOME

Applicants generating program income from a JAG-funded project must ensure that they have the capability to track grant project income in accordance with federal and state financial accounting requirements. All **JAG-**funded grant project income, no matter how large or small, is restricted to the same uses as the **JAG** project and must be expended as soon as possible. Program income from asset seizures and forfeitures is considered earned when the court has adjudicated the property.

Adherence to the use of program income must meet the guidelines established by the U. S. Department of Justice, Office of the Chief Financial Officer, Federal Office of Justice Programs Financial Guide effective edition, 1-800-458-0786 or www.ojp.usdoj.gov/financialguide/index.htm.

LIMITATIONS OF GRANT FUND USE

These grant funds shall not supplant other funds that would otherwise be available for the grant project. The KCJCC has determined that the following limitations will apply:

1. Hospitality costs cannot be charged to the **JAG** project; food and beverages are allowable only if an integral and essential part of the proposed grant project and must meet the requirements of the Federal Financial Guide.

2. Equipment and hardware are unallowable unless necessary and essential to the grant project's success.

3. Supplies must be itemized; all miscellaneous supplies will be denied.

4. Costs incurred in applying for, administering, or auditing the grant are not allowed. No indirect costs are allowed.

5. Funds cannot be used for lobbying, fundraising or research projects

6. JAG funds may not be expended outside of the purpose areas. Funds may not be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety.

7. **JAG** funds will not fund:
   - Vehicles
   - Drug dogs
   - Land acquisition
   - Luxury items
   - Construction projects
   - Infrastructure investments
   - Tanks or armored vehicles
   - Limousines
   - Vessels
   - Aircraft
   - Fixed-winged aircraft
   - Real estate
   - Costs to support any casino or other gambling establishment
   - Aquarium
   - Zoo
   - Golf Course
   - Swimming pool

The use of grant funds is prohibited for grant projects that offer a low probability of improving services or decreasing crime as determined by fiscal and grant project compliance reviews. Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant and civil and/or criminal penalties.

GRANT APPLICATION DEADLINE

Each grant application must be submitted via the Grant Portal **by midnight June 23, 2009.** See Grant Application Portal Instructions link at https://www.accesskansas.org/ssrv-ksgrants/index.do.

GRANT PROJECT PERIOD

Each grant project funded by this grant program shall be for a period of **12 months from July 1, 2009 to June 30, 2010**. Any funds not expended by June 30, 2010, must be returned to the Office of the Governor's Grants Program.

REPORTING REQUIREMENTS

The following reports are required if funding is received under the JAG grant:

1. Monthly **Financial Status Report** that provides fiscal information on expenditures during the month. Monthly reimbursements are made based on this expenditure report. These reports are due 15 days after the end of each month;

2. Quarterly **Grant Project Narrative Report** that provides a narrative description of the activities and services provided with the grant funds and is due 15 days after the end of each quarter;

3. The **Program Income/Expenditure Report** is due 15 days after the end of each quarter to provide information regarding program income/expenditures incurred during the reporting period;

4. The **Projection of Final Expenditures Report** is due April 15th.

5. Grant project analysis and on-site or desk grant compliance reviews conducted by the Governor's Grants Program Staff or federal agency representatives; and

6. Any other reporting procedures which may be required by the federal government, the KCJCC or the Governor's Grants Program Staff.

Copies of receipts and other financial documentation must be maintained at the local level for a period of five years past the close of the grant project period.

GRANT REVIEW PROCESS

The Kansas Criminal Justice Coordinating Council (KCJCC) makes the final grant award decisions for all applications. The KCJCC may use grant reviewers to help review grant applications and make recommendations. In distributing grant funds, priority will be given to applicants who are not eligible to apply directly to the Federal Bureau of Justice Assistance for JAG funding.

Each grant application will be evaluated using the following criteria:

1. Applicant agency supports the goals of the **JAG** program;
2. Record of successful implementation of services in the criminal justice field;
3. Quality of the needs assessment in terms of proposed services;
4. Demonstration of clear, measurable and appropriate grant project objectives and activities that are consistent with the purpose areas outlined in the grant application instructions;
5. The efficacy of evaluative components, both programmatic and fiscal;
6. Relevant budget information;
7. Receipt of other federal, state, or local funding;
8. Submission of all the required documents and a complete application; and
9. Applicant agency ability to fulfill all the requirements of the **JAG** program.

Each applicant will be notified via the Grant Portal of the grant award decision.

GENERAL INSTRUCTIONS

See the Grant Application Portal Instructions link under the "Site Navigation" section at **https://www.accesskansas.org/ssrv-ksgrants/index.do**.

*Please note that for purposes of this application and grant program, JAG funds will not be used to reimburse mileage expenses in excess of the applicant's approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per its agency policy, the applicant should be aware that no grant funds administered by the Governor's Grants Program may be used to make up the difference.

**Please note that for purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of $500 or more

PROJECT NARRATIVE (Attachment #1)

Submit the application requirements in Times New Roman 12 point font size. No sections of the application should be submitted in landscape format. Use the download forms in the Grant Portal where applicable. Keep the information as brief as possible and explanatory statements clear and concise. **Do not submit any items not specified in the instructions (i.e. pictures, news articles, letters of support) other than those requested. Do not include appendices, brochures, etc.** The following sections are to be included in the Project Narrative.

PRIOR ACCOMPLISHMENTS

Please share specific agency accomplishments from the previous 12-month period. Describe any evaluations conducted and explain the results. Describe evidence of the success of the grant project, including progress made toward achieving grant project goal(s) and objectives. Information should be provided that includes how the applicant will absorb the grant project in future years.

**The general goal(s) and measurable objectives of the proposed grant project should be directly related to the results of the needs assessment. The grant project's performance measures and results should be used to demonstrate progress made toward achieving the proposed goal(s) and objectives.

PROBLEM STATEMENT AND NEEDS ASSESSMENT

The submission of an application presumes there is a definable problem, which will be solved either in whole or in part for which grant funds are being requested. As other agencies are competing for limited resources, please document as extensively and factually as possible the problem in the applicant's service area and its severity. Clearly and concisely define the problem using facts and statistics that support the contention that there is in fact, a serious problem in the community which grant funds can help solve. Please include the needs assessment which was used to develop the problem statement, such as agency service activity, law enforcement reports, number of 911 calls, etc. If the applicant is comparing local data to state or national data, information should be included to either establish the need locally or describe why the local community is limited in resources to address the problem, etc. **If the request for funds has increased from the previous year's grant award,**

explain the need for additional funds and explain what additional activities and/or services will be provided.

If the applicant applied directly to the Federal Bureau of Justice Assistance for JAG funds, explain what was requested and include a statement as to why state JAG funds also are needed.

PROPOSED GRANT PROJECT GOAL(S) AND OBJECTIVE(S)

State the goal(s) of the proposed grant project for which the applicant is requesting funds. This should not be the goal(s) of the entire agency but specific to the **JAG project**. However, the goal(s) for the grant project should be consistent with the mission and overall goal(s) of the agency, as well as the results of the needs assessment. List the objectives to be accomplished in order to reach each goal listed. Objectives should be expressed in terms of alleviating the problem identified through the needs assessment and of reaching the proposed grant project goal(s). Objectives should be specific, measurable, realistic and consistent with the goal(s) of the grant project and cover a single event or outcome. Include the activities for each objective and a timetable to complete each activity.

Follow the format below when writing the grant project goal(s) and objectives.

Example:

Goal I: Teen drug involvement in Springfield will decrease.

Objective	Activities	Person Responsible	Time Frame
1. Three drug elimination specialists will be hired.	1. Job notices will be posted. Interviews will be conducted.	1. Program Director	1. July 1, 2009 - August 31, 2009
2. Drug use among junior high students will decrease by 5% as measured by 2008 KCC survey results.	2. Drug curriculum will be implemented. Classes will participate twice a week during the school year.	2. Drug elimination specialists	2. September 1, 2009 - May 31, 2010
3. Junior high students will participate in the peer mediation program.	3. (a) Students will vote for peer mediators. (b) Mediation program will meet once a week.	3. (a) Drug elimination specialists (b) Drug elimination specialists and peer mediators	3. (a) By December 31, 2009 (b) January 1, 2010- May 31, 2010; Progress will be monitored monthly.

PROPOSED GRANT PROJECT PERFORMANCE MEASURES AND DETERMINING RESULTS

Describe the procedure for monitoring the proposed grant project. What data will be collected and how will the information be used to encourage success of the proposed grant project? Describe the criteria that will be used to evaluate the effectiveness and quality of activities and/or services provided through the proposed grant project. This should be designed to provide an objective assessment of the effectiveness or input of the proposed grant project. Specify the procedures to be used and how the information/data collected will be used to improve the proposed grant project. At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the proposed grant project is effectively and efficiently reaching the proposed goal(s) and objectives. It should be noted that the applicant will be required to show how well the proposed grant project was implemented and if it achieved the results expected based on the evaluation and data collected.

PROPOSED GRANT PROJECT STAFFING PATTERN

Describe the staffing pattern that will be utilized to meet the proposed grant project goal(s) and objectives. Include all persons responsible for achieving the success of the proposed grant project, as well as the individuals' supervisors. Also include staff responsible for monitoring the proposed grant project's progress.

PROPOSED GRANT PROJECT COLLABORATION

Grant funds are maximized when community agencies work together at all levels. Therefore funding priority shall be given to communities that demonstrate and maintain true collaboration. Please describe how the proposed grant project will maximize grant funds by fostering collaboration among units of government and other organizations. Describe the steps that have been taken toward collaborative partnerships within the community and how that collaboration will continue throughout the grant project period. How will the applicant cooperate with other stakeholders within the community? Please list the contact person for each agency the proposed grant project will collaborate with in pursuing the goals and objectives. Duplication of services and resources is one sign that adequate community collaboration is not occurring. Please identify whether the proposed grant project provides an unduplicated service to community residents. If working with the juvenile population, a statement must be included that describes approval and collaboration with the local Juvenile Corrections Advisory Board.

CIVIL RIGHTS CONTACT INFORMATION

Applicants must include the name, address and telephone number of a civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who acts as liaison in civil rights matters.

CURRENT AUDIT REPORT

If the applicant is a nonprofit, community or faith based organization, _and_ the Governor's Grants Program has previously received a copy of the program's most current audit report, please state so and include information on what period was covered, who did the audit and when it was done.

If the Governor's Grants Program has _not_ previously received a copy of the program's most current audit report, one must be forwarded as soon as possible to: Governor's Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations

stated in the audit report or in the Letter to Management, also <u>include a written explanation stating how the findings and/or recommendations were, or will be addressed by the applicant</u>.

If the agency is a city or county government, a current audit <u>does not need to be submitted</u>. However, governmental agencies must include information on who performs the audit, what period it covers, when the last audit was completed and where the audit is filed.

<u>CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS</u> (Attachment #2)

The applicant must carefully read, sign and submit the required certification form regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements. To download the certification form, go to <u>http://www.governor.ks.gov/grants/policies/docs/cert.pdf</u>.

GRANT PORTAL INSTRUCTIONS

This document contains detailed steps to submit a grant application on the web-based Grant Portal for the Governor's Grants Program at https://www.accesskansas.org/ssrv-ksgrants. BE SURE TO READ THE ENTIRE GRANT APPLICATION BEFORE ATTEMPTING TO APPLY ONLINE.

If you have any questions about navigating the Grant Portal website or how to fill in any of the information, please contact the Governor's Grants Program office at 785-291-3205 and ask for Kim Gerety or Lori Jensen. For technical questions, please contact the Kansas.gov Help Center, open Monday through Friday from 8:00 am to 5:00 pm, at helpcenter@ink.org or 800-452-6727.

ACCESS REQUEST

Applications can NOT be submitted if the agency has not first requested access. This process could take up to three business days to receive your login ID and password, so please plan accordingly. If, however, the agency has previously completed an Access Request, then the agency will proceed to the section of instructions below titled "Submitting the Application."

There is only one login ID accepted per agency. To complete an Access Request to submit to the Governor's Grants Program, go to https://www.accesskansas.org/ssrv-ksgrants/access.do.

Fill in the information requested in the appropriate fields and click on "Submit."

A verification screen now appears. Review each of the fields for accuracy. If additional changes must be made, click on 'Modify' and the user is returned to the edit screen. If the page is correct, click on 'Continue' at the bottom of the screen.

If the information is complete, you will receive a confirmation message indicating the submission was successful. You will receive an email response within three business days. The email response is an automated message sent from the Help Center and contains a *temporary* password for login.

ACCESSING THE GRANT PORTAL

When the Access Request is approved by the Governor's Grants Program, an email is sent from the Help Center to the applicant's email address provided. The approval includes a _temporary_ password to be used to access the Grant Portal. Below is the Grant Portal home page. It is located at https://www.accesskansas.org/ssrv-ksgrants/index.do.

The user will enter their assigned e-mail address and password in the fields provided on the left side of the page, and click on 'Log in.' If you are a first-time user, the password will be the _temporary_ password provided in the Help Center access approval email message.

The user's Grant Portal home page is displayed. If you are a first-time user, it is recommended that before proceeding any further, the user change the _temporary_ password provided to one created for the

agency. Existing users also can change their password at any time. To do this, click on the 'Change Password' link on the left side of the page.

The user is now on the Change Password screen. The user must provide the information requested; be sure the new password meets the criteria stated at the top of the screen. Click on 'Submit.'

If the information is complete, you will receive a confirmation message indicating the submission was successful. Click on the 'Home' link on the left side of the page.

SUBMITTING THE APPLICATION

Log in to the Grant Portal following the instructions above titled "Accessing the Grant Portal."

To begin a new application, go to the 'Search' tab in the middle of the screen.

Enter criteria into the fields provided to narrow the search, or leave all the fields blank to conduct a wide search. For a keyword, the user will want to select a word or phrase from the description of the grant to be applied for. Click on 'Search.'

Search results will appear. If the user does not see the grant name that an application is to be prepared for, a new search can be conducted from this screen. If the user does see the grant name than an application is to be prepared for, click on 'Full Guideline Text' to open an electronic copy of the Grant Application Packet. The electronic copy may be printed and/or saved to the user's desktop. To begin an application on the Grant Portal, click on 'Apply.'

NOTE: Once the user has clicked on 'Apply' to begin an application, the application will appear in the user's 'Current' screen. The user will be able to work on the application as their time allows and will not need to conduct a Search again to locate the application.

There are five tabs across the top of the page. The user will start on the 'Introduction' tab. As stated in the introduction, three sections must be completed before the application can be submitted: the General Information, Budget and Attachments.

General Information

Click on the 'General Info.' tab in the middle of the screen.

The user is now on the General Information page and will see Organization Information, Authorized Certifying Official, Contact Information and Project Information. Some of the information is filled in for you. Scroll down the page, reviewing the information until you reach the Primary Contact box, where you will begin entering data.

When all the data is entered, click on 'Save.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a General Information Verification screen.

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information.

If the data appears to be correct, click on 'Continue' and the General Information section is completed.

A General Information Confirmation screen will appear. The user will be able to make further edits if necessary.

Budget

To continue with the application, click on the 'Budget' tab in the middle of the screen.

NOTE: All budget line item requests must be rounded off to the nearest whole dollar.

The user is brought to the Budget screen that displays each of the budget categories just below the 'Budget' tab. <u>It is a requirement that a dollar amount is entered into each line item, even if it is zero</u>. Therefore, it is recommended that the user work from left to right, starting with Personnel, viewing

each budget category. Refer to the Grant Application Packet to determine what budget categories are allowable for each grant program. Click on the Personnel link.

In the Budget: Personnel screen, the user must determine if any funds are to be requested for salaries or wages in the grant application. If no Personnel funds are to be requested, the user should proceed to the 'Benefits' screen. If Personnel funds are to be requested, click on 'Add Personnel.'

Complete the fields that appear on the screen as appropriate for the proposed grant project.
NOTE: *If* the grant program has a match requirement, the user also will see a Match Amount box for each budget line item to enter a value.

For the 'Description,' a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. When complete, click on 'Continue.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Personnel Verification screen.

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the new Personnel line item appears.

The user may now edit the new Personnel line item by clicking on either 'Modify' or 'Delete' under the Action column at the right side of the screen, may add another position title by clicking on 'Add

Personnel' and repeating the steps outlined above, or may proceed to the next budget category by clicking on the Benefits link below the 'Budget' tab.

In the Budget: Fringe Benefits screen, the user must determine if any funds are to be requested for fringe benefit expenses in the grant application. Because there are standard line items provided in the Benefits budget category, the user must specify a dollar amount even if it is zero before the category is considered complete. Click on the 'Modify' link for each line item, beginning with FICA.

Complete the fields that appear on the screen as appropriate for the proposed grant project. For the 'Description,' a brief statement regarding the purpose of the line item and a computation for

determining the amount of the request must be provided. However, if the budget request for this line item is zero, a 'Description' is not required. When complete, click on 'Continue.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Fringe Benefits Verification screen.

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the completed FICA line item appears.

The user may now edit the FICA line item by clicking on 'Modify' under the Action column at the right side of the screen or proceed to the next line item by clicking on the Unemployment Insurance 'Modify' link.

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary |

Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter $0.

Type	Dollar Amount	Action
FICA	$1,432	Modify
Unemployment Insurance	$0	Modify
Health Insurance	$0	Modify
Worker's Compensation	$0	Modify
Retirement	$0	Modify

Add Fringe Benefits

Benefits Total:

$1,432

When each of the Fringe Benefits line items has been given a dollar value, the user may add additional fringe benefits by clicking on the 'Add Fringe Benefits' button or may continue to the next budget category Travel. Repeat the same process for the Travel, Supplies, Facility, Equipment, Contractual and Other budget categories. When all of the budget information is entered, click on the Summary link.

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary |

Budget: Summary

Use the tabs above to navigate through the application process.

The following areas of this section have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a ✔ icon. An incomplete section is indicated by a ❗ icon.

Status	Budget Area	Action	Dollar Amount
✔	Personnel	Modify	$18,720
✔	Fringe Benefits	Modify	$1,432
✔	Travel/Training	Modify	$0
✔	Supplies/Communications	Modify	$0
✔	Facility	Modify	$0
✔	Equipment	Modify	$0
✔	Contractual Services	Modify	$0
✔	Other	Modify	$0
	Grand Total:		**$20,152**

The user will see each budget category listed with a status indicator for complete or incomplete. If any budget category is incomplete, click the 'Modify' link to go directly to that budget screen for editing.

NOTE: *If* the grant program has a match requirement, there will be a message at the bottom of the Budget: Summary screen that states whether or not the budget meets the match requirement. The

match requirement also must be met in order for the Budget section of the application to be considered complete.

Attachments

To continue with the application, click on the 'Attachment' tab in the middle of the screen. Each grant program has a certain number of Attachment requirements. Refer to the Grant Application Packet for specific instructions regarding the requirements, as some of the Attachments are required for all applying organizations and some may only be applicable to certain applying organizations. Attachments must be prepared and saved on the user's desktop in a PDF, Word document or Excel spreadsheet format. File names must correspond to the attachment requirement, i.e. filename: Project Narrative.doc.

Form documents that applicant's are required to use are found under the heading "Files associated with this grant." Click on the 'Download' link to access the required form.
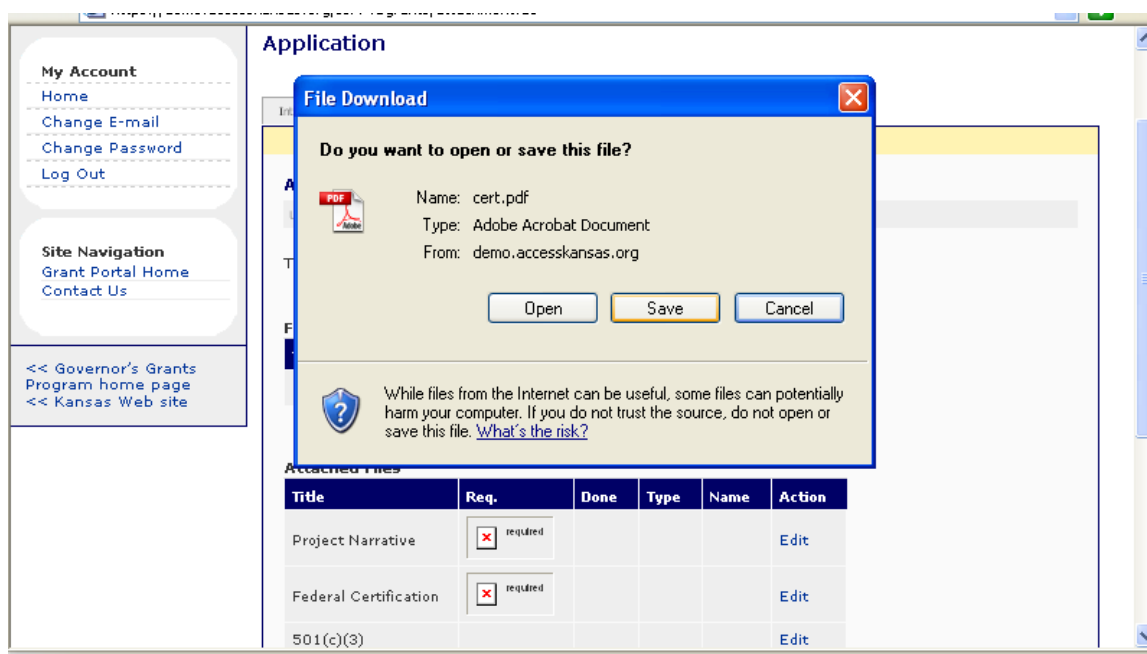
The system displays the 'File Download' window that allows the user to open or save the file to be utilized. Click on 'Save.'
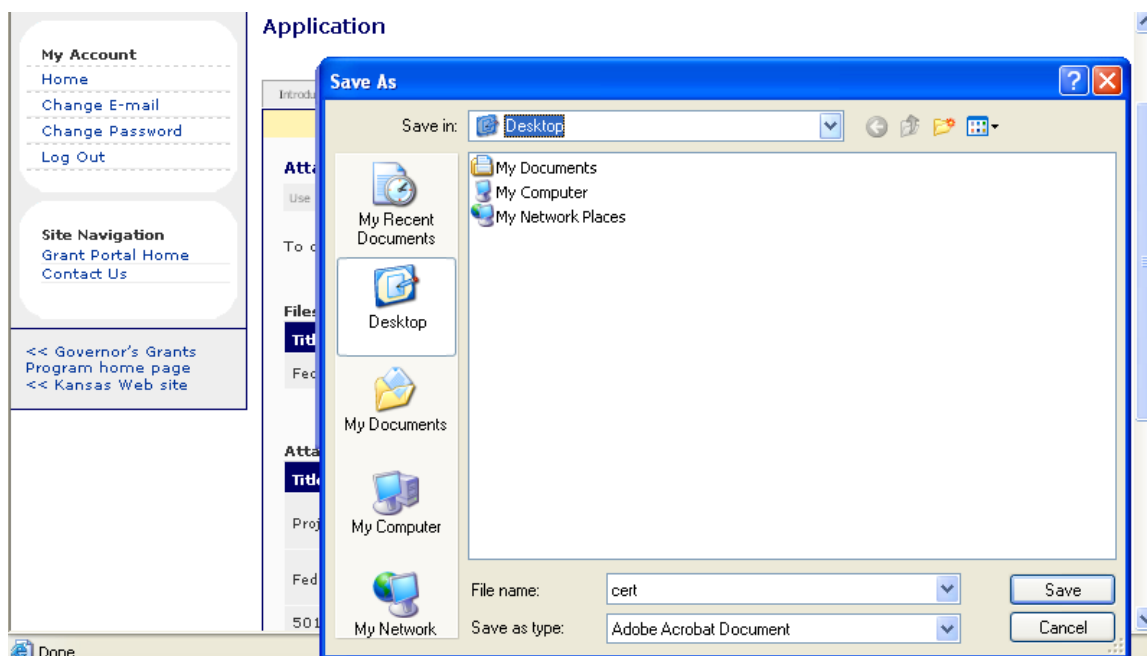
Locate the computer drive and folder on the user's desktop that the document is to be saved in, give the document a filename and click 'Save.' On some computers, the user will see a 'Download Complete' verification screen. This screen may be closed. The document is now downloaded to the user's desktop and the user is returned to the 'Attachments' page.

Under the heading "Attached Files," the user will see a list of required attachments that are found in the Grant Application Packet.

NOTE: The minimum number of attachments to be uploaded is indicated at the top of the screen. Some applying organizations may be required to upload more than the minimum number of attachments. Refer to the Grant Application Packet instructions to determine how many attachments the user's organization must provide.

To upload a required attachment, click on the 'Edit' link next to the appropriate attachment title.

Click on the 'Browse' button to find the file that will be uploaded to the attachment requirement.
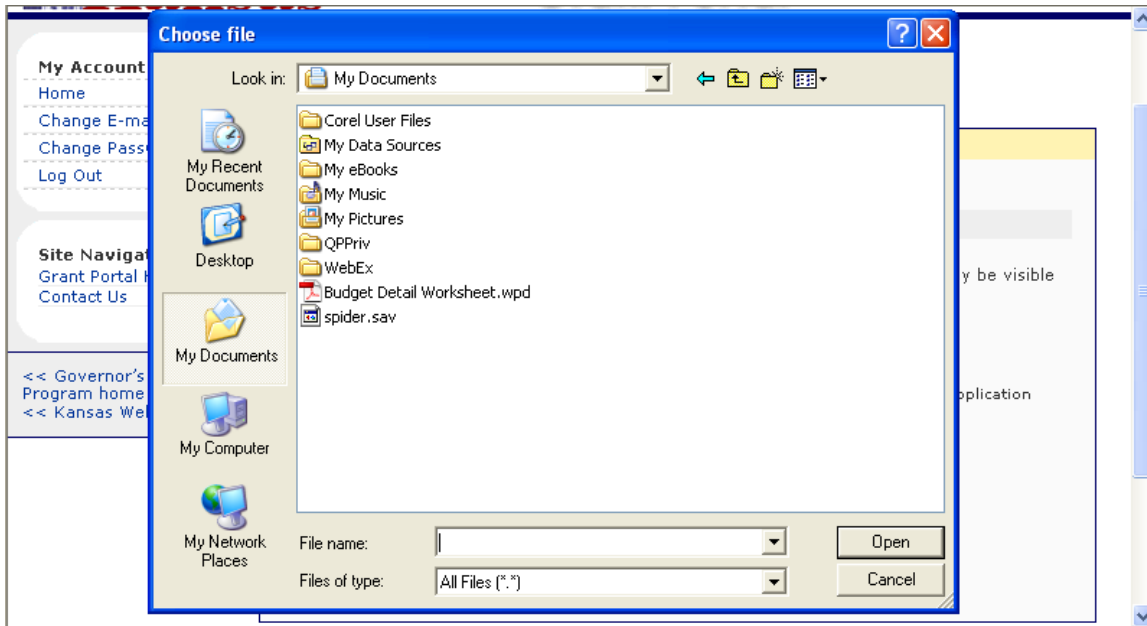
The system displays the 'Choose file' window that allows the user to look for and select the file to be attached. The user clicks on the file to be attached so that it is highlighted, and then clicks on 'Open' (or can double-click on the file name).
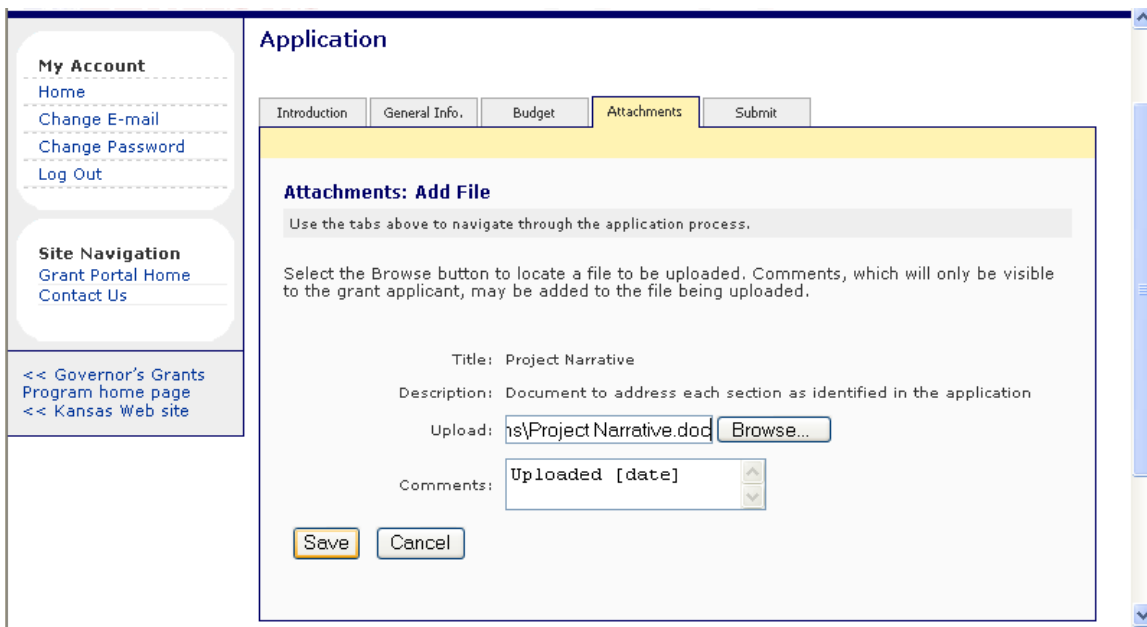
The system displays the Attachments: Add File screen again, with the selected file in the Upload field. Verify the filename is correct. The user may add a comment if preferred. Click on 'Save' at the bottom of the screen. (If the user clicks on 'Cancel,' display will return to the Attachments summary page.)

A verification page will display with the filename, date added, and size. If the information is correct, click on the 'Continue' button at the bottom of the screen and the user is directed back to the Attachments page.

As stated in the Grant Application Packet instructions, certain Attachment requirements are forms that are provided in the "Files associated with this grant" section. In the example above, the 'Federal Certifications' document has been downloaded to the user's desktop. The user is responsible for preparing the document to be ready to upload. In this example, the document must be printed, signed by the appropriate individual, scanned and saved as a PDF document to the user's desktop. To upload the prepared attachment, follow the same instructions provided above by clicking on 'edit,' selecting the file from the browse window and verifying the filename.

When the minimum number of Attachment requirements has been met, the user will see an Attachment Confirmation screen as above. From this screen, the user may either edit existing attachments or add additional attachments by clicking on the 'Add Attachment' button, or may proceed with submitting the application.

Submit

To continue with the application process, click on the 'Submit' tab across the top of the screen.
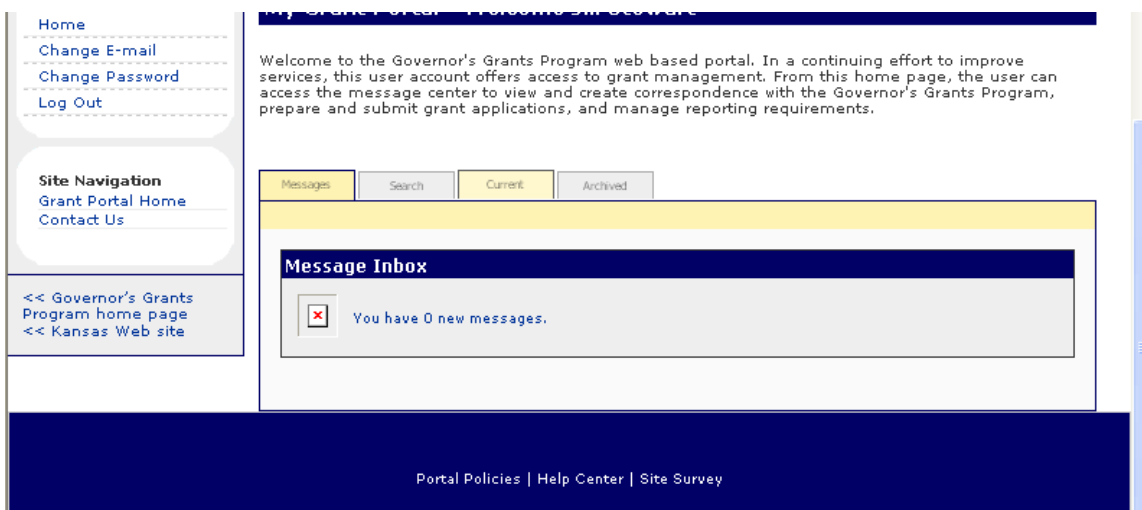

The user will see each application section listed with a status indicator for complete or incomplete. If any application section is incomplete, click the 'Modify' link to go directly to that section for editing. If all sections are complete, click on the 'Submit Application' button at the bottom of the screen.

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NOTE: After submitting the application, it is locked to the user for any edits and may only be viewed.

The system displays a message confirming that the revision was successfully submitted. The user is done with the grant application and may log out of the Grant Portal.

To view the new status of the grant application just submitted, click on the 'Home' link on the left side of the screen.

Click on the 'Current' tab across the center of the screen.

In this view, the grant application just submitted is the second line with a "Pending" status. The application may be viewed or withdrawn if the organization chooses to not have the application considered.

To exit the Grant Portal, click the 'Log Out' link on the left side of the screen.